Teresa Smith

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317-767-6110

Nashville, TN

### **Resume Summary**

Detail-oriented office administrator with 5+ years of experience ensuring offices run smoothly and efficiently. Excited to join the team at Cordis Distribution Group and bring a new level of organization and attention to detail. Increased office efficiency at Profession Systems Co. by introducing a new ERP software package. An upbeat team player with an expansive toolkit of interpersonal skills and business operations knowledge.

### **Work Experience**

***Office Administrator***

Spectrum Co., Nashville, TN

August 2018–June 2020

* Managed payroll and benefits for 30+ employees, including solving any related problems.
* Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the office.
* Ensured accounts payable, employee benefits, inventory, and invoicing records were accurately kept and organized using ERP software.
* Developed relationships with customers, vendors, and guests to present the company in a professional manner.
* Created and updated spreadsheets and presentations for weekly, monthly and quarterly updates to upper management.

***Office Administrator***

Profession Systems Co., Jackson, MS

November 2015–July 2018

* Provided detail-oriented administrative support to 15+ coworkers to ensure efficient office operations.
* Managed a team of 3 administrative assistants to see that tasks were completed on time and high quality.
* Supported office staff by organizing company events, meetings, and scheduling.
* Used expert knowledge of office management software to increase office efficiency by 12% using a results-driven approach.

### **Education**

***Associate's Degree in Business Administration***

Graduation Date: 2015

Ashworth College, Norcross, GA

* Took additional courses to receive a specialization in “Inventory and Distribution Management”.
* Excelled in accounting and finance courses.
* Worked part-time in the admissions office on campus for the duration of my studies.

### **Skills**

* Skilled in public speaking, administrative skills, and communication
* Adept at Excel, preparing and delivering reports, and budgeting
* Passion for conflict resolution and building positive workplace environments

### **Hobbies and Interests**

* Crossword puzzles
* Volunteering at an animal shelter
* Painting